

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

13 Apr11 1976

U.S. Civil Service Commission
Mr. C. Dowling King, Director, Executive Seminar Center
C/O U.S. Merchant Marine Academy
Kings Point, Long Island
New York 11024

Dear Mr. King:

It is requested that [REDACTED] attend the Seminar for New Managers 9-28 May 1976. [REDACTED] has been a Branch Chief for several years and just recently has served on several occasions as Division Chief in his absence. [REDACTED] has not had the opportunity to attend formal external training courses in the managerial field and we believe the additional responsibility of acting as Division Chief and her demonstrated potential to move into more senior positions, warrants consideration for attendance at the Seminar for New Managers. We believe this Seminar should be the first step in obtaining the formal knowledge needed by [REDACTED] to perform more effectively as a manager.

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Yours truly,

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[REDACTED]
Personnel Officer
Central Reference Service